



St. Mary's C of E (Aided) Primary School
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RH8 ONP

Executive Head teacher
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Dear Parents/Carers,

We have been reviewing our end of day routines. Our priority is to ensure the safety of all pupils which includes efficiently supporting all pupils and parents off site in order to secure the school for after school clubs and wrap-around care. From **Monday 29th September** we will be re-introducing some measures to help things run more smoothly.

We have **four gates open** at the end of the day:

- **Green Gate** – Pupils should leave via green gate and move immediately in the direction of home or a specific meeting place with parent/carer. **Please avoid gathering in this area** before and after pick up as this creates a gridlock and makes it challenging for staff to spot children who need support.
- **Yellow Gate** – This is a **one-way system**. Parents/carers enter via the top yellow gate (*by staff carpark*), walk down past the ballcourt where your children will join you. Please then continue walking out via the lower yellow gate (*by swimming pool*). Please avoid stopping along the way as this also creates a gridlock. Year 3 children join before the ramp and Year 4 children go round the studio and join you at the bottom of the ramp. We will be supporting the children with remembering to look out and join as you walk past.
- **Orange and Red Gate** – We are re-booting this as a **one-way system**. Parents/Carers **enter through orange gate** and walk to their child's classroom door, collect their child and continue walking through to the Infant playground and **leave via red gate**. For those also collecting children from Juniors, please wait on the Infant playground where the children will join you. This is the only meeting place for parents with Infants to wait for Junior children. Please do not organise to meet anywhere else on site.

Reminders:

- Parents/carers cannot walk across the school site at drop off or pick up. The only places parents can enter the site are through Yellow Gate to follow the one-way system and through Orange Gate to follow the one-way system. This is to safeguard all pupils on site who are moving to clubs/pick up points independently.
- Other end of day arrangement e.g. *Bus, Jumping Jacks, Rising Stars, After School Clubs remain the same.*
- If you would like your children to leave the site independently the systems remain the same but please encourage them to leave the site promptly via the gate you have agreed with them.
- Once you have collected your child(ren) we politely ask that you leave the site promptly to avoid a gridlock and allow us to secure the site.

We thank you in advance for your co-operation in ensuring all pupils can get safely off site and/or to the spaces for after school clubs safely and efficiently.

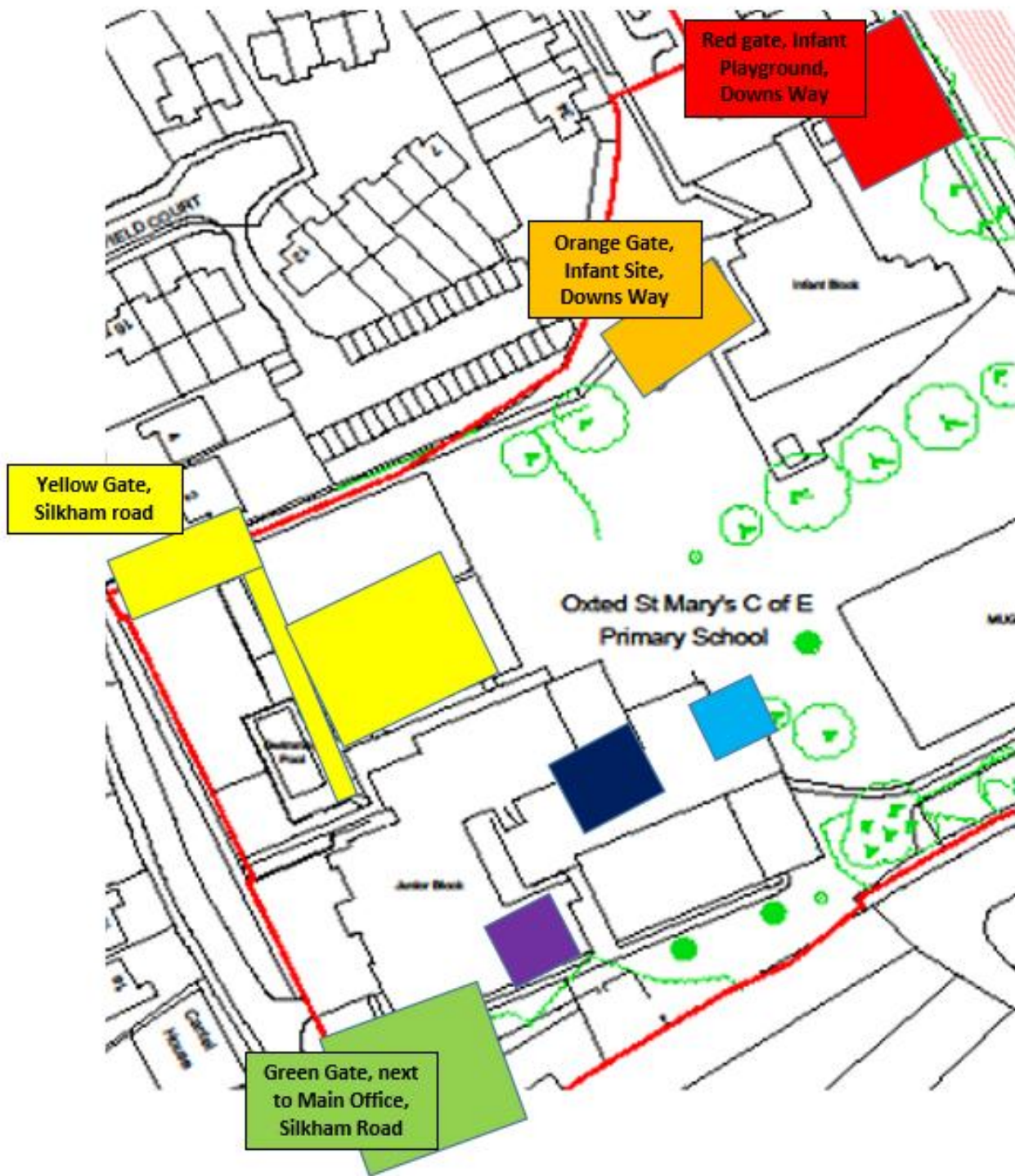
Yours Sincerely,

Mr Timothy Samuel

Executive Headteacher - Partnership of Limpsfield C.E. Infant School and St. Mary's Primary School

Confidently Me Belonging Together Challenged to Contribute





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